

19 JUL 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Report --
Week Ending 18 July 1979 (U)

1. Retirement Activity:

a. The figures shown below depict the total retirement activity for the period from 1 May through 31 July 1979. The figures in the clear show totals. The figures in parenthesis represent persons who have opted for discontinued service or "involuntary" retirement. Thus of 140 persons to depart by 31 July 1979, 47 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>TOTAL</u>	
Retired	40 (8)	55 (9)	95 (17)	
Signed to go	24 (19)	21 (11)	45 (30)	
	64 (27)	76 (20)	140 (47)	(U/AIUO)

25X1A b. Mr. David Frazier, the Vice-President of Personnel for the [REDACTED], called the Retirement Counseling and Employee Assistance Branch (RCEAB) last week to express his company's complete satisfaction with a former Agency employee who was recently hired as the Resident Manager of [REDACTED] office in Hawaii. Mr. Frazier indicated that they now have vacancies for similar positions in Chicago and San Francisco and was interested in finding candidates with the same type of

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25X1A qualifications. RCEAB is now conducting a thorough search of its clients to identify candidates for these positions. [redacted] continues to be an excellent company contact for RCEAB and a good source of potential employment for former Agency officers. (U/AIUO)

2. Recruitment:

25X1A a. [redacted] travelled to New York City on 16 July 1979 to meet with representatives of Gaynor and Ducas to discuss the current campaign to recruit Directorate of Operations (DDO) Career Trainees. We will determine the best magazines in which to place our ad, assess the start-up costs for the new ads and develop firm projections of costs for the next few years of continuing advertising campaigns for DDO Career Trainees and other hard-to-recruit categories. [redacted] Office on 17 July 1979. (U/AIUO)

b. Mr. Mailand Sutherland, Assistant Placement Director at Texas A and M, visited with members of the Office of Personnel on 13 July 1979. Co-op matters were of particular interest to Mr. Sutherland. He later toured the Office of Data Processing Computer Center and received an Office of Weapons Intelligence briefing. (U/AIUO)

25X1A c. On 12 July 1979, the Chief, Recruitment Division and the Chief, [redacted] Recruitment Office met with two NSA personnel representatives, [redacted] 25X1A
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College Relations, who had requested the meeting to learn about CIA's recruitment system. For many years, NSA has concentrated its professional recruiting on 160 campuses. They also have a "National Test" for professionals which is given at various colleges once each fall. They see electrical engineers, computer scientists, certain linguists (with exotic languages), and a somewhat smaller number of college graduates who do not have science and technology training but do have aptitude for it. NSA has a recruitment branch of five officers and a placement branch of ten officers; those individuals, with some assistance from substantive officers, handle field recruitment. The personnel office makes the hiring decisions on all applicants--unlike our system for professionals and technicians. (U)

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NSA also feels the very stiff competition for engineers, etc., and is considering the establishment of four or five field recruitment offices. They were especially interested in learning where our field offices were located, the grades of recruiters and secretaries, the space we occupy, and general costs. (U)

3. Summer-Only Program:

a. The Clerical Staffing Branch has completed the entrance on duty of all summer-only employees. We hired 262 applicants for the summer-only job requirements this year. Statistically speaking, 154 were females, 108 were males; 8 were Black; 6 were Oriental; 209 were college students and 53 had recently graduated from high school. A breakdown of assignments by Directorate is as follows: 121 to the Directorate of Administration, 75 to the Directorate of Operations, 36 to the National Foreign Assessment Center, 25 to the Directorate of Science and Technology and 5 to the Office of the Director of Central Intelligence. (U/AIUO)

b. The Clerical Staffing Branch conducted a "Summer-Only Day" on 13 July 1979. The program was held in the Auditorium from 10:00 a.m. until 2:30 p.m. The program was geared to provide information about job opportunities in the Central Intelligence Agency and the kinds of applicants we are seeking. Members of the Office of Personnel and the Office of Medical Services addressed the summer-only employees in the morning and the Director conducted a question-and-answer period following a few brief remarks in the afternoon. (U/AIUO)

4. GEHA Board of Directors Meeting: A meeting of the Board of Directors of Government Employees Health Association (GEHA) was held on 17 July 1979 for the purpose of discussing premium rates for the Association Benefit Plan for 1980. As a participating plan of the Federal Employees Health Benefits Program, the Association Benefit Plan must file its proposed 1980 premiums with the Office of Personnel Management by 31 July 1979. (U/AIUO)

5. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 71. (U)

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25X1A 6. Procurement Contracts: On 12 July 1979, members of an Inspector General Survey Team met with Chief, Contract Personnel Division to discuss the extent to which the provisions [redacted] (special personnel considerations involving certain procurement contracts) are being followed by Agency components. They have found that Agency components are not submitting proposals for procurement contracts (involving personal services) to the Director of Personnel for approval as required by regulation. The Chief, Contract Personnel Division confirmed that such proposals are rarely received in his Division and it is probable that the survey team will incorporate this finding in its report on the Agency's industrial contracting activities. (U/AIUO)

7. Rehired Annuitants: See attached report. (S)

[redacted]

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Harry E. Fitzwater

Att

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT
ACTIVITIES FOR THE AGENCY (10 to 17 July 1979)

The following rehired civilian annuitant cases were processed
as new hires:

DDA

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DDO

DD&T

NFAC

- Independent Contractor,
O/Personnel, effective
1 July 1979 (U)

- Independent Contractor,
AF Division, effective
28 June 1979 (S)

- Independent Contractor,
DCD, effective 28 June
1979 (S)

- Independent Contractor,
OSO, effective 6 July
1979 (C)

- Independent Contractor,
OGCR, effective 9 July
1979 (C)

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